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Approved For Release 1999/09/20 : CIA-RDP78-03568A000400100023-1

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Organization and Methods Service      DATE: 12 June 1952

FROM : Chief, Personnel Studies and Procedures Staff

SUBJECT: Request for T/O Revision from the Office of Scientific  
Intelligence and the Inspection and Security Office

It is requested that subject requests be reviewed for  
organizational structure and forwarded to Classification and  
Wage Division for final grade recommendations.

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Attachments: T/O Requests of  
OSI and I&S

PSPS/RH:nmc

Distribution:  
1 - chrono

*Concur in organizational structure  
& in functions as set forth  
in A/D/SI's memo, notepg. 52-56  
& attachments thereto*

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*Chief of the*

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Security Information

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SECURITY INFORMATION

7 August 1952

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Proposed T/O Revision for the Office of Scientific Intelligence

1. Reference is made to the attached proposed T/O for the Office of Scientific Intelligence. The proposal has been submitted to reflect an internal reorganization mainly within the Assistant Director and Staff organization of the office and does not represent an increase in the present overall T/O of [REDACTED] positions.

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2. Major changes reflect decreases of from 1 to 3 positions each in certain of the substantive divisions to provide 2 additional positions in the newly created General Services Staff (Administration) and 6 positions in the Scientific Analysis Division as indicated by the following schedule:

<u>Current T/O and structure</u>	<u>Proposed Revision</u>
Administration:	
Office of Ass't.Dir.	Office of the AD
Administrative Staff	Gen. Services Staff
Planning Group	--
Operations Staff	Operations Staff
Production Division	Production Staff
Sub-total	Sub-total
Substantive Divisions:	
Biology	Biology
Medicine	Medicine
Chemistry	Chemistry
Physics & Electronics	Physics & Electronics
Weapons	Weapons
Nuclear Energy	Nuclear Energy
Scientific Analysis	Scientific Analysis
Sub-total	Sub-total
Total T/O	Total T/O

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3. The revision contains a net of 11 upgradings as follows:


1 GS-14 to GS-15	1 GS-7 to GS-9
1 GS-12 to GS-15	4 GS-5 to GS-6
1 GS-9 to GS-11	4 GS-4 to GS-5

and a downgrading of 1 GS-13 slot to a GS-12. In addition, 2 administrative slots, a GS-13 and a GS-12, are replaced by 1 GS-4 Clerk and 1 CPC-3 Messenger.

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The net effect of these grade changes upon the current average salary of OSI is incidental.

4. If approved, funds will be made available.

  
E. R. SAUNDERS  
Comptroller

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Attachment